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BASIC

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B-1

TITLE	Induction Course
OBJECTIVE	Basic coverage of substantive and organizational intelligence material
PREREQUISITE	Secret clearance
REGISTRATION UNDER	Entrance-on-duty procedure
ENROLLMENT	16 to 83
DURATION	Three hours
LOCATION	Headquarters

This course is designed to familiarize new personnel and guests from the IAC with the growth of the American intelligence system, showing the development of the Agency and the current relationship of all agencies of the IAC to the National Security Council. It also includes an explanation of significant terms peculiar to the system of intelligence and the responsibilities of offices in the Agency. Interrelationship of functions and responsibilities among all offices, and the overt and clandestine features of the Agency are stressed.

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TITLE	Human Resources Program
OBJECTIVE	Basic supervisory training for supervisors on-the-job at all levels of responsibility in the Agency, with attention to human relations factors that are fundamental in effective management
PREREQUISITES	Top Secret clearance Sponsoring office request for program
ENROLLMENT	12 to 20
DURATION	Four days - four 1-hour and one $\frac{1}{2}$ -hour meetings
LOCATION	Headquarters

The Human Resources Program is a discussion of the elementary principles of effective management within the context of the management problems of Agency supervisors.

The program is presented within major organizational components for groups of supervisors with approximately the same levels of supervisory responsibility, beginning at the top level of an office and extending to first line supervision. In addition to four 1-hour group meetings and $\frac{1}{2}$ -hour conferences between the discussion leader and each member of the group, there are follow-up group meetings as requested by the office in which the program has been conducted.

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B-7

TITLE	Basic Supervision
OBJECTIVE	Effective management at the level of the first-line supervisor
PREREQUISITES	Top Secret clearance GS-7 to GS-11 Present or projected supervisory position
ENROLLMENT	8 to 18
DURATION	Two weeks - 4 hours each morning (40 hours)
LOCATION	Headquarters

The course is for supervisors directly responsible for personnel at the first working level, and for personnel whose projected assignment will require this.

The course content includes: reading, lectures, and group discussions of problem cases. Through these means, the students gain an understanding of the functions of the supervisor in formal and informal organization within the Agency. Students apply basic principles of sound human relations to Agency situations, and make more effective use of available management tools and procedures under working conditions.

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B-8

TITLE	Basic Management
OBJECTIVE	Effective management at the Branch Chief supervisory level
PREREQUISITES	Top Secret clearance GS-11 to GS-15
ENROLLMENT	8 to 20
DURATION	Two weeks - 4 hours each morning (40 hours)
LOCATION	Headquarters

The course is aimed primarily at the level of the Branch Chief, but is open to personnel above and below that level. Each successive course is offered to a specified group, i.e., GS-11 to GS-13, GS-12 to GS-14, or GS-13 to GS-15, so that supervisors of a given general level of responsibility work together.

The course contains the following major elements: (1) a highly generalized job analysis of middle management responsibilities in the Agency; (2) a limited amount of general doctrine current in the field of management; (3) discussion of specific management techniques in use in Agency components; and (4) group analysis of problem situations and of case histories.

At every point the course emphasizes the student's responsibility for translating his own background of experience and the information exchanged in the course into the terms and problems of his current job assignment. He is encouraged to define his problems as specifically as possible, to select a line of attack, and to undertake his own solutions. The 40 hours of the course span two weeks, in half-day sessions so that participants may maintain daily contact with their offices and apply ideas of the classroom to the job situation.

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TITLE	Clerical Orientation
OBJECTIVES	Acquaintance with the Agency mission, functions, and procedures within the national intelligence framework Preparation for Agency clerical service
PREREQUISITE	Secret clearance
ENROLLMENT	5 to 32
DURATION	Three days (24 hours)
LOCATION	Headquarters

This course is designed to orient all new clerical personnel to the Agency and its relative position within the national intelligence community. [REDACTED] and Agency office procedures and practices such as telephoning, filing, correspondence, and security.

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TITLE	Clerical Reorientation
OBJECTIVES	Reorientation to Agency mission, functions, and procedures within the national intelligence framework Review of current clerical problems
PREREQUISITES	Secret clearance One year of Agency clerical experience
ENROLLMENT	15 to 20
DURATION	One day (7 hours)
LOCATION	Headquarters

This course is designed for experienced clerical personnel who will, in the supervisor's opinion, benefit from an up-to-the minute condensation of the three-day Clerical Orientation Course. It includes current information on Agency organization and the intelligence community. It provides for discussion of common clerical problems, analysis of clerical responsibilities, and refinement of clerical and related skills.

<u>TITLE</u>	<u>Grammar Review</u>
OBJECTIVE	Review parts of speech; identify incorrect idioms and frequently confused words; improve spelling; increase vocabulary
PREREQUISITES	Secret clearance Pre-test
ENROLLMENT	5 to 15
DURATION	Three weeks - one hour per day (15 hours)
LOCATION	Headquarters

<u>TITLE</u>	<u>Punctuation & Capitalization</u>
OBJECTIVE	Review punctuation, capitalization, and basic editing of memoranda
PREREQUISITES	Secret clearance Grammar Review, or equivalent pre-test
ENROLLMENT	5 to 15
DURATION	Three weeks - one hour per day (15 hours)
LOCATION	Headquarters

TITLE Shorthand Theory Review

OBJECTIVES Review of Gregg shorthand theory
Dictation speed of 40 words per minute

PREREQUISITES Secret clearance
Basic knowledge of Gregg shorthand theory

ENROLLMENT 5 to 20

DURATION Three weeks - 1½ hours per day (22½ hours)

LOCATION Headquarters

TITLE Introductory Shorthand Dictation

OBJECTIVES Review of Gregg shorthand theory
Dictation speed of 60 words per minute

PREREQUISITES Secret clearance
Dictation speed of 40 words per minute

ENROLLMENT 5 to 20

DURATION Three weeks - 1 hour per day (15 hours)

LOCATION Headquarters

TITLE Intermediate Shorthand Dictation

OBJECTIVES Review of Gregg shorthand theory
Dictation speed of 80 words per minute

PREREQUISITES Secret clearance
Dictation speed of 60 words per minute

ENROLLMENT 5 to 20

DURATION Three weeks - 1½ hours per day (22½ hours)

LOCATION Headquarters

TITLE Advanced Shorthand Dictation

OBJECTIVES Stenographic practice in Agency terminology
Dictation speed of 100 words per minute

PREREQUISITES Secret clearance
Dictation speed of 80 words per minute

ENROLLMENT 5 to 20

DURATION Three weeks - 1½ hours per day (22½ hours)

LOCATION Headquarters

<u>TITLE</u>	<u>Non-clerical Basic Typing</u>
OBJECTIVE	Introduction to typing for non-clerical personnel who will find the machine a helpful, occasional tool in the preparation of notes, memos, and drafts
PREREQUISITE	Secret clearance
ENROLLMENT	15 to 30
DURATION	Eight weeks - 45 minutes per day (30 hours) - (Scheduling of the course is sometimes on Agency time, sometimes on student's time)
LOCATION	Headquarters
<u>TITLE</u>	<u>Typing Techniques Review</u>
OBJECTIVES	Review of keyboard and basic techniques 40 net words per minute on a ten-minute timed writing
PREREQUISITES	Secret clearance Basic knowledge of the keyboard Pre-test
ENROLLMENT	5 to 15
DURATION	Three weeks - 1 hour per day (15 hours)
LOCATION	Headquarters
<u>TITLE</u>	<u>Advanced Typing</u>
OBJECTIVES	Refine techniques Increase speed and accuracy
PREREQUISITES	Secret clearance 40 net words per minute on a ten-minute timed writing
ENROLLMENT	5 to 15
DURATION	Three weeks - 1 hour per day (15 hours)
LOCATION	Headquarters

TITLE	Instructional Techniques
OBJECTIVES	Teaching methods and techniques as practiced in the Office of Training Capabilities of Office of Training for instructional support
PREREQUISITE	Top Secret clearance
ENROLLMENT	10 to 20
DURATION	One week (40 hours)
LOCATION	Headquarters

This course introduces students to the principles and methods of teaching and learning, including the advantages and uses of visual and aural aids. Emphasis is placed on self-improvement and the instructional techniques employed in the Office of Training.

Students prepare lesson plans and present lectures or demonstrations in subjects of their own choosing. Directed discussions help to point out strong points and defects of the presentations. Methods of preparation of training aids and this organization's capabilities to supply all types of training aids, from posters and charts through films to sand tables and three-dimensional aids, are discussed.

In cases where a sponsoring office requests that a student be given specialized instruction, on-the-job tutorial training with senior instructors will be provided.